

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 10 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 06/10/2011		2. CONTRACT NO. (If any) EP-W-11-016		6. SHIP TO: a. NAME OF CONSIGNEE RENNE HAMILTON	
3. ORDER NO. 0001		4. REQUISITION/REFERENCE NO. PR-OSWER-11-00251			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS Resources Management Division U.S. EPA One Potomac Yard (South Building) 2777 South Crystal Drive	
				c. CITY Arlington	e. ZIP CODE 22202
7. TO: HEATHER TEED				f. SHIP VIA	
a. NAME OF CONTRACTOR BOOZ-ALLEN & HAMILTON, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 8283 GREENSBORO DRIVE				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY McLean		e. STATE VA	f. ZIP CODE 22102		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT Destination			
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED						
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS							
13. PLACE OF			14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination							

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOPO: RENEE HAMILTON  Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$527,700.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$527,700.00
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
Bradley Austin  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 06/10/2011	CONTRACT NO. EP-W-11-016	ORDER NO. 0001
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 06/14/2011 to 01/31/2016  BASE PERIOD - Superfund Comprehensive Accomplishment Plan (SCAP) & Superfund Program Implementation Manual (SPIM) Support Incrementally Funded Amount: \$82,826.00  Accounting Info: 11-T-72CI-302DD2C-2505-1172CI5015-001 BFY: 11 Fund: T Budget Org: 72CI Program (PRC): 302DD2C Budget (BOC): 2505 Job #: HQ00BM00 DCN - Line ID: 1172CI5015-001 Funding Flag: Partial Funded: \$82,826.00				82,826.00	
0002	OPTION PERIOD 1 - Superfund Comprehensive Accomplishment Plan (SCAP) & Superfund Program Implementation Manual (SPIM) Support (Option Line Item) 01/01/2012				107,196.00	
0003	OPTION PERIOD 2 - Superfund Comprehensive Accomplishment Plan (SCAP) & Superfund Program Implementation Manual (SPIM) Support (Option Line Item) 01/01/2013				109,837.00	
0004	OPTION PERIOD 3 - Superfund Comprehensive Accomplishment Plan (SCAP) & Superfund Program Implementation Manual (SPIM) Support (Option Line Item) 01/01/2014				112,538.00	
0005	OPTION PERIOD 4 - Superfund Comprehensive Continued ...				115,303.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$527,700.00

# ORDER FOR SUPPLIES OR SERVICES

## SCHEDULE - CONTINUATION

PAGE NO  
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 06/10/2011	CONTRACT NO. EP-W-11-016	ORDER NO. 0001
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Accomplishment Plan (SCAP) &amp; Superfund Program Implementation Manual (SPIM) Support (Option Line Item) 01/01/2015</p> <p>The obligated amount of award: \$82,826.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**1. Base Period: 6/14/11 to 1/31/12**

<b>Base Period</b>	<b>PRIOR AMOUNT</b>	<b>INSTANT MODIFICATION</b>	<b>NEW AMOUNT</b>
Ceiling:			
Estimated Cost	\$0.00	(b)(4)	
Fixed Fee	\$0.00		
Cost Plus Fixed Fee	\$0.00	+\$82,826.00	\$82,826.00
Funded:			
Allocated Cost	\$0.00	(b)(4)	
Fixed Fee	\$0.00		
Limitation of Cost	\$0.00	+\$82,826.00	\$82,826.00

**2. The limitation of funds clause has been modified as follows:****Base Period: 6/14/11 to 1/31/12**

- (a) Pursuant to the Limitation of funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funds in the amount of (b)(4) are provided to cover the corresponding increment of fee. The amount allotted for costs is estimated to cover the contractor's performance through **01 JAN 2012**.
- (b) The provisions of the clause entitled "Limitation of Funds" shall become inapplicable at such time as an amount equal to the sum of the estimated cost and fees, set forth elsewhere in this task order, is allotted to this contract and the clause entitled "Limitation of Cost" shall then be applicable to this order."

**3. As a result of the available funds, and in accordance with Section B.5 of the contract, the following clause is added:**

Pursuant to the clause in this contract entitled "Limitation of Funds," funds have been allotted for the payment of allowable costs and fees estimated to be incurred for the task order period ending approximately **01 JAN 2012**. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this task order in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the task order by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

**4. The Contractor is to perform in accordance with the TORFP (previously numbered #FA1-011) and their Task Order proposal.**

# Clauses for Task Order

All applicable terms and conditions of the contract EP-W-11-016 remain in full effect.

## **Section 1552.237-72: Key personnel**

As prescribed in 1537.110, insert the following contract clause when it is necessary for contract performance to identify Contractor key personnel.

Key Personnel (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

PROGRAM MANAGER –

TECHNICAL PROJECT MANAGER –

SUBJECT MATTER EXPERT –

(b)(4)

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

**STATEMENT OF WORK**  
**EPW11016 TO/01**  
**FA1-011**

***OVERVIEW***

The Office of Superfund Remediation and Technology Innovation (OSRTI); in conjunction with the Office of Site Remediation and Enforcement (OSRE), Office of Emergency Management (OEM/Removals), the Federal Facilities Remedial Response Office (FFRRO) and the Federal Facilities Enforcement Office (FFEO); is responsible for managing the remedial, removal enforcement and Federal Facilities resources of the Superfund Program. These entities use the Superfund Comprehensive Accomplishments Plan (SCAP) and the GPRA process to plan, track, budget, and evaluate resources required for project and program management. The current SCAP process is codified in the annual Superfund Program Implementation manual (SPIM). The SPIM is a program management manual (PMM) and is designed for use by regional staff, Regional Information Management Coordinators (IMC's), Superfund Budget Coordinators; Headquarters staff involved in daily program and resources management; and Headquarters center & project Chiefs. The SPIM identifies program goals and priorities, includes explanations of and procedures for the extramural resource and full time equivalent allocation process; and identifies and defines key program management activities.

SCAP reports track program accomplishments and financial data. The following is a list of the latest SCAP Reports:

- **SCAP-02:** The *Site Summary Report* (SCAP-02) displays enforcement sensitivity CERCLIS data for NPL and non-NPL sites. The PMM and the accompanying SCAP reports are required by *the Generally Accepted Accounting Principles* (GAAP) and *Audition Standards* (GAAS), the Government Performance & Results Act (GPRA) and the Chief Financial Officers Act. They are part of the *internal control structure* of EPA. SCAP Reports are used to report data to Congress and the Office Management & Budget. Costs are allocated, by EPA to 4 partners: OSRTI, OSRE, FFRRO, and OEM/Removals.
- **SCAP-04:** The *Response Financial Summary Report* (SCAP-04R), Federal Facility Financial Summary (SCAP-04F), and Removal Report aggregate dollars by program area and provide both site-specific and non-site specific backup from CERCLIS. These reports are used to compare the funding requests with the Regional Budgets.
- **SCAP-12:** The *NPL and Non-NPL Site Summary Reports* generates external (public) NPL & Non-NPL Site Summary Reports. These reports do not contain enforcement sensitive data and are used in response to FOIA requests.
- **SCAP-13:** The *Site Assessment Report* (SCAP-13) reports estimates, plans, and accomplishments for SCAP measures. The information provided by this report is used in conjunction with the SCAP-14 report to encompass the entire range of targets and measures.
- **SCAP-14:** The *Superfund Accomplishments Report* (SCAP-14 and 14F) tracks targeting, planning, and accomplishment actions in support of the Response, Enforcement, and Federal Facility programs. There are two reports one with Official

logic (A) one with loose logic (B). B is used by the regions to discover data entry discrepancies.

- **SCAP-15: The GPRA Report** (SCAP-14) tracks GPRA performance goals and measures in support of the SF & FF Response Program.
- **SCAP-16: The Reconciliation** (SCAP-14 Audit) Report (SCAP-16) is used to extract all potential candidates for a SCAP-14 category and provide the user with the ability to determine the way in which the action will be selected or eliminated based on the values or lack of values in the Select Logic columns. See SCAP-14 above: this report shows the differences between the A & B reports by subtracting A from B. It is used by the regional Information Management Coordinators (IMC).

The SPIM and the accompanying SCAP reports are required by the *Generally Accepted Accounting Principles* (GAAP) and Auditing Standards (GAAS), the Government Performance & Results Act (GPRA) and the Chief Financial Officers Act. They are part of the *internal control structure* of EPA. SCAP Reports are used to report data to Congress and the Office of Management & Budget. Costs are allocated, by EPA, to four partners: OSRTI, OSRE, FFRRO and OEM/Removals.

## ***OBJECTIVES***

The overall objective of this task order is to obtain contractor support to assist OSRTI in diagnosing & fixing problems associated with program accomplishment and financial data reports and ad hoc analyses and reports, plus developing future fiscal year (FY) reports. In addition, the contractor shall conduct analyses and studies, at the direction of OSRTI, to support the development of the program documents; and analyze and recommend SCAP changes as OSRTI evaluates and changes program management processes and procedures. The contractor shall make changes to the FY11 SPIM and the FY11 Coding Guide.

Specific objectives are as follows:

- Diagnose SCAP Report problems
- Produce draft specifications for SCAP Reports prior to programming changes to reports, and produce final specifications after programming changes.

## ***REQUIREMENTS***

This section defines the requirements of this task order, including tasks, deliverables and/or other products or services that must be provided to meet the Task Order Objectives. The contractor shall address these requirements in the technical proposal.

This section defines the assumptions and constraints underlying this task which the contractor should consider in developing their technical solution.



- The Contractor must have experience in using the current version of POWERBUILDER and ORACLE associated with CERCLIS. At this time, PowerBuilder version 9.0.1, build 8546; and Oracle version 11.2.0.1.0 are being used. Versions may change or be updated.
- The contractor shall provide specifications for SCAP Reports for each version change or development. There are two deliverables: (1) one is a draft which the EPA TOPO promulgates to regional and headquarter users; and (2) a final copy, after work is complete.
- The contractor shall develop program reports during the first and third quarters of each fiscal year. The first quarter changes are usually major changes resulting from changes in CERCLIS, Superfund programmatic changes and reports update and corrections. The third quarter pull development includes the aforementioned plus the installation on the future year reports needed for *work planning*. In *work planning*, EPA gathers information for future budgets.
- The contractor shall maintain the FY11 SPIM and develop the FY12 SPIM. There are two deliverables (1) a proposed draft and (2) a final copy.
- Update the FY11 CODING GUIDE for substantive CERCLIS changes and develop the FY12 Coding Guide.
- The Coding Guide is developed in conjunction with the annual SPIM development.

**Draft documents for the SPIM, CODING GUIDE & SPECIFICATION will be in WORD format, with track on. Final documents for these publications will be in WORD, with no track on, but changes in RED or colored text; and PDF format to be installed on the internet by EPA and upload to SPMS, Superfund's electronic storage system (by EPA).**

Assume there will be numerous small changes and small fixes to the SCAP reports. Assume there will be one change to the SPIM per fiscal year (in the 4<sup>th</sup> quarter) to include FY11, FY12 and FY13 and the changes will require re-wording several pages and paragraphs.

### **Task 1: Prepare Work Plan**

The contractor shall prepare and submit a Work Plan (WP) to the TOPO as the first task of this TO to clarify, confirm or codify information from the vendor's task order proposal and oral presentation.

### **Task 2: Maintain FY11 SCAP Reports and Develop FY12 SCAP Reports**

1. Diagnose SCAP Report Technical Problem as identified by EPA TOPO
2. DRAFT Specification for SCAP Report as designated by EPA TOPO
3. Prepare FINAL Specification for SCAP Report as designated by EPA TOPO



4. Program CERCLIS according to Specification. The contractor shall use these specifications to make changes for the SCAP Reports in CERCLIS.

### **Task 3: Maintain FY11 SPIM and Develop and Maintain the FY12 SPIM**

1. DRAFT proposed SPIM Change Document as designated by EPA TOPO
2. PROPOSED SPIM Change Document as designated by EPA TOPO
3. DRAFT FINAL SPIM Document as designated by EPA TOPO

### **Task 4: Perform Ad Hoc Analyses**

Document for ad hoc work. Ad hoc work entails analyses of CERCLIS and CERCLIS data for such unexpected necessities as special requests from members of Congress, court proceedings, special requests from a political appointee. The request for the analyses will be passed on by the EPA TOCO and the desired product identified. The product is usually in electronic format such as a table on an email, a Microsoft Word document, or an Excel spreadsheet, sent via email.

## **OTHER PROPOSAL INFORMATION**

This section provides additional information on the task order requirements, period of performance, and level of effort for this proposed task order.

### ***On-site Contractor Support***

☐ Yes ☒ No. The task order requires on-site contractor support.

If yes, please describe the specific support to be provided on-site.

### ***Government Furnished Space or Property (GFP)***

☐ Yes ☒ No. The task order involves the provision of government space.

Describe the government location where the support work shall be provided. Describe office facilities (e.g., cubicle) to be provided at the government site.

☐ Yes ☐ No. The task order involves the provision of GFP.

Please describe the specific property to be provided as well as state the requirements for maintaining and accounting for this property, if applicable.

### ***Additional Progress or Financial Reporting***

☐ Yes ☒ No. The task order requires additional progress or financial

reporting.

If yes, please describe the type and frequency of the additional reporting required (e.g., Is Earned Value Management reporting required? Will the contractor be asked to report spending by each deliverable or product produced?)

Note: The ITS-BISS contract requires the contractors to provide a monthly progress report to the TOPO. Monthly reports describe progress on TO activities and funds spent. The CO can provide more information content and format of the monthly contractor progress report.

### ***Period of Performance and Options Periods***

X This TO will have a Base Period of Performance (POP) starting from date of award and ending January 31, 2012. This TO will have **four** Option Period(s).

X Option Period 1 will start February 1, 2012 and end January 31, 2013.

X Option Period 2 will start February 1, 2013 and end January 31, 2014.

X Option Period 3 will start February 1, 2014 and end January 31, 2015.

X Option Period 4 will start February 1, 2015 and end January 31, 2016.

### ***Estimated Level of Effort (LOE)***

Base Period: Approximately 1047 hours is estimated for the base POP.

Option 1: Approximately 1273 hours is estimated for Option Period 1.

Option 2: Approximately 1273 hours is estimated for Option Period 2.

Option 3: Approximately 1273 hours is estimated for Option Period 3.

Option 4: Approximately 1273 hours is estimated for Option Period 4.